



# TOWN OF KITTERY, MAINE

## TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

PHONE: (207) 475-1323

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[www.kittery.org](http://www.kittery.org)

### APPLICATION: SITE PLAN REVIEW

<b>FEE FOR REVIEW:</b>	<input type="checkbox"/> \$300. 00 PLUS THE GREATER OF:	<input type="checkbox"/> \$50/USE OF UNIT; OR  <input type="checkbox"/> \$0.50/LINEAR FOOT OF DOCK, SLIP & FLOAT; OR	<input type="checkbox"/> \$5.00/100 SQ FT OF GROSS FLOOR AREA  <input type="checkbox"/> \$20.00/ UNIT INTENDED TO PROVIDE OVERNIGHT SLEEPING ACCOMODATIONS	<b>Fee Paid:</b> \$ _____ <b>Date:</b> _____ <b>Escrow Fee Paid:</b> \$ _____ Date: _____
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<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map	Lot		Zone(s):		Total Land Area	
	Physical Address					Base:		
					Overlay:	_____		
					MS4:	_____		
						___ YES ___ NO		

<b>PROPERTY OWNER'S INFORMATION</b>	Name		Mailing Address	
	Phone			
	Fax			
	Email			

<b>APPLICANT'S AGENT INFORMATION</b>	Name		Name of Business	
	Phone		Mailing Address	
	Fax			
	Email			

<b>PROJECT DESCRIPTION</b>	Existing Use:	
	Project Name:	
	Proposed Use:	

## WAIVER REQUEST

DESCRIPTION	<b>Ordinance Section</b>	<b>Describe why this request is being made.</b>
	***EXAMPLE*** 16.32.560 (B)- OFFSTREET PARKING.	***EXAMPLE*** Requesting a waiver of this ordinance since the proposed professional offices have a written agreement with the abutting Church owned property to share parking.

Related Kittery Land Use Code:

### 16.10.8.2.5 Conditions or Waivers.

Conditions required by the Planning Board at the final plan review phase must have been met before the final plan may be given final approval unless so specified in the condition or specifically waived, upon written request by the applicant, by formal Planning Board action wherein the character and extent of such waivers which may have been requested are such that they may be waived without jeopardy to the public health, safety and general welfare.

**16.7.4.1 Objectives Met.** In granting modifications or waivers, the Planning Board must require such conditions as will, in its judgment, substantially meet the objectives of the requirements so waived or modified.

## ABUTTER NOTIFICATION

**16.10.5.1.1. Preliminary Plan Application Filing and Completeness Review.** ... The application must be accompanied by a Plan and the required fee together with a certification the applicant has notified abutters by mail of the filing of the Plan application for approval.

**Submitted Application must include a list showing the names and addresses of the abutters notified and date mailed.**

**The Abutter Notice must include a copy of page one and where applicable page 2 of a signed Application.**

I certify, to the best of my knowledge, the information provided in this Application is true and correct, abutters to the project have been notified, and I will not deviate from the Plan submitted without notifying the Kittery Planning Department of any changes.			
Applicant's Signature: Date:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>	Owner's Signature: Date:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>

# Minimum Plan Submission Requirements

- ☐ 15 COPIES OF THIS APPLICATION  
☐ 1 PDF OF THE SITE PLANS

- ☐ 15 COPIES OF THE PLAN – 5 OF WHICH MUST BE 24"X 36"

**PRIOR TO STARTING THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE TO *DETERMINE COMPLETENESS/ACCEPTANCE*.**

**THE APPLICATN IS RESPONSIBLE TO CLEARLY DESCRIBE THE PROJECT.**

- A) Paper size:  
☐ No less than 11" X 17" (reduced) or greater than 24" X 36" (full)
- B) Scale size:  
☐ Under 10 acres: no greater than 1" = 30'  
☐ 10 + acres: 1" = 50'
- C) Title block:  
☐ Applicant's name and address  
☐ Name of preparer of plans with professional information and professional seal  
☐ Parcel's tax map identification (map – lot)  
☐ Date of plan preparation
- D) Boundary survey performed and sealed by licensed surveyor:  
☐ Identify all existing boundary markers  
☐ Show all proposed boundary monuments (per ordinance)
- E) Provide orientation:  
☐ Arrow showing true north and magnetic declination  
☐ Graphic scale ☐ Parcel Owners and map and lot  
☐ Deed docket and page numbers ☐ Signature blocks
- F) Show location and description of:  
☐ All structures ☐ Floor plans  
☐ Elevations of principle structures  
☐ All structures and accesses within 100 feet
- G) Show parcel data:  
☐ Total parcel area ☐ Rights-of-way area ☐ Wetlands area  
☐ Area to be disturbed ☐ Length of street frontage  
☐ Building setback lines ☐ Wetland setbacks  
☐ All parcels of land proposed to be dedicated to public use and the conditions of such dedication
- H) Indicate how the existing ground will change by showing:  
☐ Existing contours ☐ Proposed contours ☐ % grade  
☐ Finished grades ☐ Proposed slopes ☐ Finished floor elevations
- I) ☐ Show names and addresses of all owners of record on abutting parcels and the assessor's map and lot numbers.
- J) ☐ Label all zoning districts abutting the property boundaries.
- K) ☐ Show locations of natural physical features such as water bodies, watercourses, forest cover, and ledge outcroppings.
- L) Show the location of existing and proposed Utilities and identify which utilities are to be privately owned/ municipally owned:  
☐ Overhead Electric ☐ underground electric  
☐ Water mains ☐ Wells ☐ Gas mains ☐ Cable TV  
☐ Sewer mains ☐ Test pits ☐ Septic tanks ☐ Leach fields  
☐ Storm drain lines ☐ Catch basins ☐ Culverts ☐ Gutters  
☐ Stormwater storage basins ☐ Rain gardens  
☐ Nearest fire hydrant

- M) Indicate required landscaping including:  
☐ Type of plant material ☐ Plant/Tree sizes  
☐ Placement ☐ Irrigation systems
- N) Show natural and historical topography:  
☐ Rock walls ☐ Railroad beds  
☐ The location of all natural features or site elements to be preserved.
- O) Provide a locus map showing the property in relation to surrounding roads, within 2,000 feet of any property line of the development.
- P) Provide a vicinity map and aerial photograph at a scale not more than **400 feet to the inch** showing the relation to other properties and geographic features and show:  
☐ All the area within five hundred (500) feet of the boundary line of the proposed development including roads, geographic features, natural resources (wetlands, etc.), historic sites, applicable comprehensive plan features such as proposed park locations, land uses, Zones and other features;  
☐ Any smaller area between the tract and all existing streets, provided any part of such a street used as part of the perimeter for the vicinity map is at least five hundred (500) feet from any boundary of the proposed development.
- Q) Show the locations of any:  
☐ Parks ☐ Open space ☐ Conservation easement
- R) Identify and locate each:  
☐ Easements ☐ Rights-of-way ☐ Street alignments  
☐ All intersecting property lines within 50 feet of the parcel.
- S) Include plans, profiles and typical sections of all roads and other paved ways, including all relevant street data.  
☐ Intersections or ☐ Distance to nearest intersection  
☐ Driveways onsite ☐ Distance to nearest driveway  
☐ Sight visibility lines
- T) Show all existing and proposed lighting  
☐ Map of all street lighting, attached lighting, and area lighting  
☐ Location of lighted signs ☐ Photo-metrics map
- U) Indicate the location of any permanently installed machinery likely to cause appreciable noise at the lot lines.
- V) Provide description of these materials stored on the property:  
☐ Hazardous ☐ Toxic ☐ Raw Waste
- W) Indicate the location and dimensions of (existing and proposed):  
☐ Sidewalks ☐ Curbs ☐ Driveways  
☐ Fences ☐ Retaining walls ☐ Other artificial features
- X) Show parking calculations and parking spaces on the site plan and:  
☐ Existing parking, if applicable ☐ proposed parking spaces  
☐ Handicapped spaces
- Y) Copies of State and Local permit applications:  
☐ Notice of Intent ☐ NRPA ☐ Permit by Rule  
☐ all other applicable permits
- Z) ☐ Copy of FIRM Map showing proposed parcel boundary.

**NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF THE DEVELOPMENT.**

**SUBMITTALS THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.**